

Policy Statement on December 22, 2003 Claim Submission Deadline

Message from the Special Master, Mr. Kenneth R. Feinberg, on the Approaching Claim Submission Deadline

The December 22, 2003, claim submission deadline is fast approaching. I have spent almost two years in a determined effort to publicize the September 11th Victim Compensation Fund of 2001 by traveling throughout the nation, meeting with families, injured victims, and the general public. My goal has been to make sure that every eligible claimant is aware of the program and has every opportunity to file a claim with the Fund. I have conducted town hall meetings, sent personalized letters, authorized notices to be published in newspapers, made web announcements, and coordinated with the airlines, charities, foreign consulates, and government agencies in an effort to explain the benefits of the September 11th Victim Compensation Fund of 2001.

Once again, I urge all eligible claimants to submit a claim as soon as possible. Do not wait until December 22, 2003 to submit your claim. Through inadvertence or mistake you may miss the deadline, and there will be no exceptions to the filing deadline. The sooner a claim can be processed, the sooner an award can be rendered.

I continue to believe that the September 11th Victim Compensation Fund of 2001 expresses the unprecedented compassion and generosity of the American people. You cannot participate in the program unless you submit a claim. Time is of the essence. My staff is available to assist you in understanding the program and in preparing your application.

Claim Submission Deadline and Rules

- Per the Interim Rule and the Final Rule, claims with the Fund must be filed on or before two years after the effective date of the regulations. This means all claims must be filed on or before **Monday, December 22, 2003**.
- All claims must be mailed to one of the Fund's two program addresses:

By Regular Mail:

Victim Compensation Fund
PO Box 18698
Washington, DC 20036-8698

By Overnight Mail:

Victim Compensation Fund
1900 K Street, N.W., Suite 900
Washington, DC 20006
202-822-4485

On September 2, 2003 all Claim Assistance Sites will re-open (see details on site openings, hours and locations to be posted to the What's New page) and will be staffed with Claimant Service Representatives to assist with the application process, provide award estimates, review claims before submission and perform claim intake activities for scheduled appointments and walk-ins. On **Monday, December 22, 2003**, all Claim Assistance Sites will be open from **7:00 a.m.** until **Midnight** to receive hand delivered claim forms. You may submit your claim in person at a Claim Assistance Site during the Site's normal business hours. Claims will be stamped with the time and date that it was received. You will be given a time and date stamped receipt for the claim.

- Claim assistance site locations are:
 - Manhattan, NY - 75 Varick Street, 2nd floor, New York, NY 10013
 - Arlington, VA - 1616 North Fort Myer Drive, 12th floor, Arlington, VA 22209
 - Long Island, NY - 401 Broad Hollow Road, 3rd floor, Melville, NY 11747
 - Stamford, CT - 300 Atlantic Street, 9th floor, Stamford, CT 06901
 - Staten Island, NY - Wagner College, 1 Campus Road, Kairos House, 2nd floor
 - Piscataway, NJ - 1551 South Washington Avenue, 3rd floor, Piscataway, NJ 08854
 - Boston, MA - One Post Office Square, 28th floor, Boston, MA 02110
 - Jersey City, NJ - 101 Hudson Street, 26th floor, Jersey City, NJ 07302

- Your claim will be accepted if:
 - it is postmarked on or before Monday, December 22, 2003;
 - you are using a non-Postal Service delivery provider (e.g., Federal Express, UPS, Airborne, etc.) and you provide proof (e.g., customer copy of air bill or shipping manifest with tracking number and service provider) of the acceptance date (i.e., date picked up for delivery) of **Monday, December 22, 2003**. *{For Foreign Countries see the attached List of Expedited Mail Delivery Services.}*; or
 - it is received by hand delivery at a Claim Assistance Site on December 22, 2003.
- Claims **will not be accepted** if they are **postmarked or picked up by an express or overnight delivery service after December 22, 2003 or received** at one of our mailing addresses or a Claim Assistance Site **after Monday, December 22, 2003** without a December 22, 2003 postmark or pick-up date.
- There will be no exceptions to the December 22, 2003 statutory deadline for claim submission.

Compensation Forms

- **Deceased Victims** – While there are no minimum claim submission requirements for the December 22, 2003 deadline for deceased victim claims, **we must receive the name of the victim, your name, address, and telephone number on or before December 22, 2003**. However, all applicable sections of the claim form, required supplemental documentation, original *initials*, *signatures*, and *notarization* along with any requested documentation by the September 11th Victim Compensation Fund of 2001 in order to deem your claim substantially complete, must be **received at** one of our mailing addresses on or before **Thursday, January 22, 2004**.
- **Personal Injury Victims** – While there are no minimum claim submission requirements for the December 22, 2003 deadline for personal injury claims, **we must receive the name of the victim, your name, address, and telephone number on or before December 22, 2003**. However, all applicable sections of the claim form, required supplemental documentation, original *initials*, *signatures*, and *notarization* along with any requested documentation by the September 11th Victim Compensation Fund of 2001 in order to deem your claim substantially complete, must be **received at** one of our mailing addresses on or before **Thursday, January 22, 2004**.
- If you submitted a partial claim before the December 22, 2003 deadline and you have received an initial contact letter from us requesting you to submit additional items in order for us to continue to process your claim, or if your claim has been deemed inactive, we must receive **ALL** of the requested items and original *initials*, *signatures*, and *notarization* at one of our mailing addresses on or before **Thursday, January 22, 2004**.

We will process your claim based on what is received on or before **January 22, 2004**. If all supplemental or requested documentation and/or information is not submitted by **Thursday, January 22, 2004**, then the Special Master will decide the claim on the data available, making such assumptions as necessary for the determination of the award. If your claim does not have enough information for us to process it on that date or it is missing essential information (e.g., authorizations, notarization, original signatures) or the completed compensation form itself, the Fund may declare your claim abandoned per the Final Rule, which states, “Claims outstanding at the end of this program because of the claimant’s failure to complete his or her filings shall be deemed abandoned.”¹

Upon receipt and review of your claim, if it is clear that you have not met **ALL** the minimum claim submission requirements as outlined above by the stated deadlines, your claim may be deemed abandoned and it will not be processed.

¹ Federal Register, 28 CFR Part 104, September 11th Victim Compensation Fund of 2001, Final Rule, Wednesday, March 13, 2002, Section 104.35.

Foreign Country Expedited Delivery Services

Country	Federal Express	DHL	UPS	Airborne
	www.fedex.com	www.dhl.com	www.ups.com	www.airborne.com
Antigua and Barbuda	X	X	X	X
Argentina	X	X	X	X
Armenia	X	X	X	X
Australia	X	X	X	X
Austria	X	X	X	X
Azerbaijan	X	X	X	X
Bangladesh	X	X	X	X
Barbados	X	X	X	X
Belarus	X	X	X	X
Belgium	X	X	X	X
Belize	X	X	X	X
Bolivia	X	X	X	X
Brazil	X	X	X	X
Canada	X	X	X	X
Chile	X	X	X	X
China	X	X	X	X
China – Taiwan	X	X	X	X
China – Hong Kong	X	X	X	X
Colombia	X	X	X	X
Côte d' Ivoire	X	X	X	X
Croatia	X	X	X	X
Cuba	No Service	X	No Service	No Service
Czech Republic	X	X	X	X
Cyprus	X	X	X	X
Democratic People's Republic of Korea	X	X	X	No Service
Dominica	X	X	X	X
Dominican Republic	X	X	X	X
Ecuador	X	X	X	X
Egypt	X	X	X	X
El Salvador	X	X	X	X
Ethiopia	X	X	X	X
France	X	X	X	X
Gambia	X	X	X	X
Georgia	X	X	X	X
Germany	X	X	X	X
Ghana	X	X	X	X
Greece	X	X	X	X
Grenada	X	X	X	X
Guatemala	X	X	X	X
Guyana	X	X	X	X
Haiti	X	X	X	X
Honduras	X	X	X	X
India	X	X	X	X
Indonesia	X	X	X	X
Iran	X	X	No Service	X
Ireland	X	X	X	X
Israel	X	X	X	X
Italy	X	X	X	X
Jamaica	X	X	X	X
Japan	X	X	X	X

Jordan	X	X	X	X
Kazakhstan	X	X	X	X
Kenya	X	X	X	X
Lebanon	X	X	X	X
Liberia	X	X	No Service	No Service
Lithuania	X	X	X	X
Malaysia	X	X	X	X
Mexico	X	X	X	X
Mali	X	X	X	X
Republic of Moldova	X	X	X	X
Netherlands	X	X	X	X
New Zealand	X	X	X	X
Nigeria	X	X	X	X
Pakistan	X	X	No Service	X
Panama	X	X	X	X
Paraguay	X	X	X	X
Peru	X	X	X	X
Philippines	X	X	X	X
Poland	X	X	X	X
Portugal	X	X	X	X
Romania	X	X	X	X
Russian Federation	X	X	X	X
Saint Lucia	X	X	X	X
Saint Vincent and the Grenadines	X	X	X	X
South Africa	X	X	X	X
Spain	X	X	X	X
Sri Lanka	X	X	No Service	X
Sweden	X	X	X	X
Switzerland	X	X	X	X
Syrian Arab Republic	X	X	X	X
Thailand	X	X	X	X
The United Kingdom of Great Britain, Northern Ireland, Bermuda	X	X	X	X
Togo	X	X	X	X
Trinidad and Tobago	X	X	X	X
Turkey	X	X	X	X
Viet Nam	X	X	No Service	X
Uzbekistan	X	X	X	X
Ukraine	X	X	X	X
Uruguay	X	X	X	X
Venezuela	X	X	X	X
Yemen	X	X	X	X
Yugoslavia	X	X	X	X
Zambia	X	X	X	X